



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at wvOASIS.gov. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at WVPurchasing.gov with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 4

List View

General Information | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#) | [Clarification Request](#)

Procurement Folder: 1403545

Procurement Type: Central Master Agreement

Vendor ID: VS0000045398 

Legal Name: CAPITOL SECURITY SOLUTIONS LLC

Alias/DBA:

Total Bid: \$15.60

Response Date: 04/15/2024 

Response Time: 19:42

Responded By User ID: stevejohnsonmba 

First Name: steve

Last Name: johnson

Email: stevejohnsonmba@gmail.c

Phone: 3048070840

SO Doc Code: CRFQ

SO Dept: 0926

SO Doc ID: PSC240000007

Published Date: 4/10/24

Close Date: 4/16/24

Close Time: 13:30

Status: Closed

Solicitation Description: Security Guard Services for PSC HQ

Total of Header Attachments: 4

Total of All Attachments: 4



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder: 1403545
Solicitation Description: Security Guard Services for PSC HQ
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2024-04-16 13:30	SR 0926 ESR04132400000005999	1

VENDOR
 VS0000045398
 CAPITOL SECURITY SOLUTIONS LLC

Solicitation Number: CRFQ 0926 PSC2400000007
Total Bid: 15.5999999999999964472863211 **Response Date:** 2024-04-15 **Response Time:** 19:42:12
Comments:

FOR INFORMATION CONTACT THE BUYER
 Larry D McDonnell
 304-558-2063
 larry.d.mcdonnell@wv.gov

Vendor Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Security guard services	1.00000	LS	15.600000	15.60

Comm Code	Manufacturer	Specification	Model #
92121504			

Commodity Line Comments:

Extended Description:

See attached documentation for further details.
Lump Sum price, Vendor must include the Pricing Page (Exhibit A) from bid package.



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Request for Quote
 Public Safety

Proc Folder: 1403545		Reason for Modification: To post Addendum 01	
Doc Description: Security Guard Services for PSC HQ			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-04-10	2024-04-16 13:30	CRFQ 0926 PSC2400000007	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code: VS0000045398

Vendor Name : Capitol Security Solutions,LLC

Address : 9 Antler Drive

Street : Culloden

City : WV **Country :** USA **Zip :** 25510

State : Steve Johnson

Principal Contact : 304.807.0840

Vendor Contact Phone: **Extension:**

FOR INFORMATION CONTACT THE BUYER
 Larry D McDonnell
 304-558-2063
 larry.d.mcdonnell@wv.gov

Vendor Signature X  **FEIN#** 881348908 **DATE** 5/15/2024

ADDITIONAL INFORMATION

To provide the answers to vendor questions.

To revise specification section 4.1 - Contract Award

To revise Exhibit A - Pricing Page

Bid opening time still remains 04/16/2024 at 1:30PM EST

No other changes

INVOICE TO		SHIP TO	
PUBLIC SERVICE COMMISSION 201 BROOKS ST		PUBLIC SERVICE COMMISSION 201 BROOKS ST	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Security guard services	1.00000	LS	15.60	

Comm Code	Manufacturer	Specification	Model #
92121504			

Extended Description:

See attached documentation for further details.

Lump Sum price, Vendor must include the Pricing Page (Exhibit A) from bid package.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Vendor Questions Due by 2:00PM EST	2024-04-09

SOLICITATION NUMBER: CRFQ PSC24*07
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

To provide the answers to vendor questions.

To revise specification section 4.1 - Contract Award

To revise Exhibit A - Pricing Page

Bid opening time still remains 04/16/2024 at 1:30PM EST

No other changes

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

Addendum 01:

CRFQ 0439 PSC240000007 - Security Guard Services for PSC HQ

Vendor Questions and Agency Responses

Vendor Question 01:

What are the hours and days of security coverage?

Agency Answer 01:

See section 3.1.2.1.9 of the specifications.

Vendor Question 02:

What is the expected start date for this service?

Agency Answer 02:

It is in the best interest of the Agency to award the contract and start the service in the most expeditious manner.

Vendor Question 03:

In the optional years, in the event that costs change, are increases negotiable for an optional year?

Agency Answer 03:

Per section 13 of the terms and conditions, the pricing set forth herein is firm for the life of the contract.

The Agency has revised the following specifications section 4.1. – contract award to include optional years 2, 3, and 4.

Revised Specification Section 4.1 - Contract Award to include the following.

CONTRACT WILL BE AWARDED BY TOTAL BID AMOUNT; HOWEVER, THE INITIAL CONTRACT PERIOD WILL BE FOR A PERIOD OF ONE YEAR.

Renewal options for years 2, 3, and 4 will be initiated by the Agency, agreed to by the Vendor and processed by the West Virginia Purchasing Division as Change Orders for subsequent years.

Exhibit A – Pricing Page has also been revised to include optional renewal years 2, 3, and 4.

Vendor Question 04:

Can you please clarify how the hours are divided between the two locations? IE, during the hours of 7am and 11pm, when is an officer present at 201 Brooks Street and when is an officer present at 1116 Quarrier Street? Or is there an officer at both locations for the 7am-11pm timeframe 7 days a week?

Agency Answer 04:

The Officer will be stationed at 201 Brooks Street from 7am-11pm 7 days a week. Frequent walk around checks at the building located at 1116 Quarrier Street will be required. The 2 buildings are located side by side.

CRFQ PSC24*07

Section	Guard Classification	*Estimated Hours	Hourly Rate	Total Amount
Initial Year - 1				
3.1.9.2.1	Security Guard II	3,696	15.60	\$ 57,657.60 -
3.1.9.2.2	Security Guard III / Shift Supervisor	2,048	15.60	\$ 31,948.80 -
Optional Renewal Year - 2				
3.1.9.2.1	Security Guard II	3,696	15.60	\$ 57,657.60 -
3.1.9.2.2	Security Guard III / Shift Supervisor	2,048	15.60	\$ 31,948.80 -
Optional Renewal Year - 3				
3.1.9.2.1	Security Guard II	3,696	15.60	\$ 57,657.60 -
3.1.9.2.2	Security Guard III / Shift Supervisor	2,048	15.60	\$ 31,948.80 -
Optional Renewal Year - 4				
3.1.9.2.1	Security Guard II	3,696	15.60	\$ 57,657.60 -
3.1.9.2.2	Security Guard III / Shift Supervisor	2,048	15.60	\$ 31,948.80 -
			Total Cost	\$ 358,425.60 -

Please note: * This information is being captured for auditing purposes. The estimated volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Any product or service not on the Agency provided pricing page will not be allowable. The State cannot accept alternate pricing pages, Vendor must complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified. A no bid may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation.

REVISED: CONTRACT WILL BE AWARDED BY TOTAL BID AMOUNT, HOWEVER, INITIAL CONTRACT PERIOD WILL BE FOR A PERIOD OF ONE YEAR.

Renewal options for years 2, 3, and 4 will be initiated by the Agency, agreed to by the Vendor and processed by the West Virginia Purchasing Division as Change Orders for subsequent years.

BIDDER/VENDOR INFORMATION:

Vendor Name:	Capitol Security Solutions, LLC		
Address:	9 Antler Drive		
City, St. Zip:	Culloden, WV 25510		
Phone No.:	304.867.0840		
Email Address:			
			4/15/2024

Vendor Signature

Date

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ PSC24*07

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Capitol Security Solutions. LLC

Company



Authorized Signature

4/15/2024

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

Revised 6/8/2012

CRFQ PSC24*07

Section	Guard Classification	*Estimated Hours	Hourly Rate	Total Amount
Initial Year - 1				
3.1.9.2.1	Security Guard II	3,696	15.6	\$ 57,657.60
3.1.9.2.2	Security Guard III / Shift Supervisor	2,048	15.6	\$ 31,948.80
Optional Renewal Year - 2				
3.1.9.2.1	Security Guard II	3,696	15.6	\$ 57,657.60
3.1.9.2.2	Security Guard III / Shift Supervisor	2,048	15.6	\$ 31,948.80
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 Renewal options for years 2, 3, and 4 will be initiated by the Agency, agreed to by the Vendor and processed by the West Virginia Purchasing Division as Change Orders for subsequent years.

BIDDER/VENDOR INFORMATION:

Vendor Name:	Capitol Security Solutions, LLC
Address:	9 Antler Drive
City, St. Zip:	Culloden, WV 25510
Phone No.:	304.807.0840
Email Address:	capitolenforcement@gmail.com

Vendor Signature

Steve Johnson

Date

04/13/2024

Response to General Requirements Section 3.1.1

3.1.1.1 Vendor Qualifications/References

- a. Providing security services since Oct.1 2019
- b. Services being requested are virtually identical to the service currently being provided to other facilities
- c. Providing security services for over four years
- d. References currently receiving services:
 - I. Riggs Commercial Real Estate
Martin Riggs, President
(304) 982-6123
 - II. The Daniel Boone Bld
Jason Keeney
(304) 541-3802
 - III. The Capitol Market
Evan Osborne, Executive Director
(304) 344-1905
- e. Requested Information
 - i. Capitol Security Solutions, LLC
 - ii. October 1, 2019
 - iii. capitolenforcement@gmail.com (304) 807-0840
 - iv. (304) 807-0840
 - v. 881348908
 - vi. 7
 - vii. Operations conducted 24 hours a day, 7 days a week. Business Office hours 8-5 M-F

Additional Information – Qualifications

- I. We are currently providing the security services described in the solicitation to the PSC under a temporary contract. We are confident in our ability to be uniquely positioned to execute the specifications of the contract **with no delay or additional staffing/training**. Security personnel stationed at the PSC have already begun the required training modules and will have them completed by award date. We further believe that our performance to date is highly regarded by staff and leadership at the PSC facility. Our attention to detail, professional appearance, and friendly demeanor have received several positive comments

Response to General Requirements Section 7 -Miscellaneous

7.4 Contract Manager

Dana Johnson

(304) 807-0840

capitolenforcement@gmail.com